

## **COAST GUARD PROFESSIONAL DEVELOPMENT BOARD**

The Professional Development Board, a recommendation of the Senior Enlisted Needs Assessment (SENA), targets "First Term Personnel" (members with 4 years of service or less). The Professional Development Board is made up of the unit's senior enlisted with support from the Command Cadre. They provide guidance and mentoring to the junior enlisted at the unit. The primary purpose of the board is to assist new members in adjusting to the Coast Guard way of life.

TRACEN Cape May provides the Coast Guard's newest enlisted military members with a very basic orientation to the Coast Guard. Class "A" schools teach the fundamental tools of the rate and provide basic leadership training. However, the real training and indoctrination for the Coast Guard's newest military members comes from the interactions and relationships they form with their peers and senior members at their first unit.

The new member should meet with the Professional Development Board (PDB) within 60 days of reporting to the unit. Follow-up sessions should occur every 3 to 5 months for non-rated members and every 6 to 9 months for rated members. Added sessions could occur when recommended by the Command or supervisor. Such sessions would be beneficial, for example, when an exit interview needs to be conducted or when it is evident that a member is clearly deviating from his or her intended track.

The overriding theme for the PDB is "TARGET FOR SUCCESS." The Board process is separated into three equal, but very important, parts:

**SETTING THE STAGE:** These are simply the steps for preparing for the session. The who, what, where, and when are determined in this stage. The predetermined location needs to be in an area that allows for private conversation between the board members and the interviewee. Prior to the session, general information should be abstracted from the member's record and recorded on the Check Sheet below.

**THE INTERVIEW:** This section deals with the actual mechanics of the session. An effective session must include a two-way discussion focused on a TARGET FOR SUCCESS. During the session, identify and establish clear expectations. Additionally, establish an action plan that will help the member progress toward achieving his or her goals.

**FOLLOW-UP:** After the session has been completed, it is important to document the session on the Check Sheet. It is recommended that the chairman maintain a file on each member of the completed Check Sheets and Pledge of Personal Commitment. A good follow-up plan will effectively motivate first term personnel to exert the effort necessary to attain their Goals.

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| <b>Professional Development Board Check Sheet</b> |            |           |   |
|---|------------|-----------|---|
| <b>Prior Educational Background:</b>              |            |           |   |
|   | <b>Yes</b> | <b>No</b> | <b>College Major or Subject of Training</b> |
| <b>GED</b>  |            |           |   |
| <b>High School Graduate</b>                       |            |           |   |
| <b>Some College</b>                               |            |           |   |
| <b>AA Degree</b>                                  |            |           |   |
| <b>BA/BS Degree</b>                               |            |           |   |
| <b>Technical Training</b>                         |            |           |   |
| <b>Certificate of Training</b>                    |            |           |   |
| <b>Certificate of Training</b>                    |            |           |   |
| <b>Other</b>                                      |            |           |   |
| <b>Other</b>                                      |            |           |   |

| <b>‘A’-School:</b>                           |           |           |           |           |           |            |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|
| <b>ASVAB Scores</b>                          | <b>GS</b> | <b>AR</b> | <b>WK</b> | <b>PC</b> | <b>NO</b> | <b>CS</b>  | <b>AS</b> | <b>MK</b> | <b>MC</b> | <b>ET</b> | <b>VE</b> |
|  |           |           |           |           |           |            |           |           |           |           |           |
| Disqualifying Factors: (U.S. Citizen?, etc.) |           |           |           |           |           |            |           |           |           |           |           |
| ‘A’-School(s) qualified for:                 |           |           |           |           |           |            |           |           |           |           |           |
| ‘A’-School(s) desired:                       |           |           |           |           |           |            |           |           |           |           |           |
| Background investigation needed?             |           |           |           | <b>Y</b>  | <b>N</b>  | Completed? |           | <b>Y</b>  | <b>N</b>  |           |           |
| Flight physical needed?                      |           |           |           | <b>Y</b>  | <b>N</b>  | Completed? |           | <b>Y</b>  | <b>N</b>  |           |           |
| Color blindness?                             |           |           |           | <b>Y</b>  | <b>N</b>  |            |           |           |           |           |           |
| Strike for a rate?                           |           |           |           | MGIB?     |           |            |           | <b>Y</b>  | <b>N</b>  |           |           |
| Status of Class ‘A’ School (number on list): |           |           |           |           |           |            |           |           |           |           |           |
| as of: ____/____/____<br>Day Mon Yr          |           |           |           |           |           |            |           |           |           |           |           |

| <b>Professional Development Board Check Sheet</b>  |
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| <b>Why did you join the Coast Guard and what are your expectations?<br/>(Discussion &amp; Notes)</b> |
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| <b>Short-term Goals (discuss and list the following):</b>   |
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| ◆ Personal (pay off bills, buy car, enroll in school, etc.) |
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| ◆ Professional ('A'-School, strike, raise ASVAB scores)     |
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| ◆ Status of PQS &/or JQR, etc.                              |
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| <b>Professional Development Board Check Sheet</b>                            |
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| <b>Long-term Goals (discuss and list the following):</b>                     |
| ♦ Personal (marriage, family, buy a house, complete a degree, etc.)          |
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| ♦ Professional (retire with CG, go to OCS, make MCPO or CWO, separate to...) |
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| <b>Discuss and list ideas of how you can achieve your goals while in the Coast Guard (be specific and include completion dates):</b> |
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| <b>If you are planning to separate from the Coast Guard, what are the two main reasons for your decision?</b> |
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| 1.  |
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| 2.  |
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